



NORTHALLERTON TOWN COUNCIL TERMS OF REFERENCE STAFFING COMMITTEE

Membership

- The Staffing Committee shall be elected annually at the Annual Meeting of the Town Council.
- The Staffing Committee shall be made up of 4 members plus one ex-officio member.
- The Mayor shall be the ex-officio member. If the Mayor is not able to attend a meeting, then the Deputy Mayor is to attend as a voting member.
- The Chairman and Vice-Chairman of the Committee are to be elected annually by the Staffing Committee at the first meeting after the Annual Council meeting of the full Council and shall hold office until the next Annual Council meeting.
- The quorum of the Committee is three members.

Role

To develop strategy and policy in all matters relating to human resources and to take employment related decisions on behalf of the Council.

Responsibilities

To provide effective and professional staff management in all matters related to the employees of the Council and to help ensure that the Council is exercising an adequate duty of care for all its employees.

Meetings

- A meeting of the Staffing Committee can be convened by the Proper Officer, Chairman of the Committee, or the Mayor as and when necessary. Members will be summoned to attend meetings and Public Notice of the meeting shall be given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972.
- Minutes of all meetings will be recorded by the Clerk (or committee member in the absence of the Clerk) and ratified by the Staffing Committee.
- Minutes of all meetings will be received at full Council meetings for information.
- Where the Committee makes recommendations to the Council, these will be specified on the agenda of the full Council meeting.

Accountability

- The Staffing Committee has delegated powers to act/make decisions on behalf of the full Council in relation to the defined terms of reference only.
- Any recommendations outside these terms of reference shall be made to the full Council.

Scope

The Staffing Committee will:

- develop job descriptions, person specifications and contracts for any new posts required by the Council and will refer these and a recommendation for the salary scale and point for decision to the full Council prior to commencing the recruitment process.
- have full delegated powers for the recruitment and selection of all staff, with the exception of the post of Town Clerk/Responsible Financial Officer.
- have delegated powers to recruit and short-list applicants for the post of Town Clerk/RFO. Successful short-listed applicants will be interviewed by the Staffing Committee or a selection of members from the Committee. A recommendation from the Staffing Committee will be submitted to full council to ratify the appointment of Town Clerk/RFO, accompanied by a report describing the selection and assessment process and the reasons for their recommendation.
- have delegated powers to consider and implement any changes which are required to comply with Employment Law, Health & Safety Law and Terms & Conditions of Service as laid down by the National Joint Council (NJC "Green Book") and recommended by National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC).
- have delegated powers to deal with issues of disciplinary and grievance in accordance with the Council's adopted Staff Handbook, in conjunction with the Clerk.
- have delegated powers to review and challenge annual staff appraisals and to submit proposals in respect of salary increments of staff to the Town Council (not automatic cost of living increases which are a contractual obligation).
- in conjunction with the Clerk, oversee the training needs and requirements of all staff and will ensure that members of staff have appropriate opportunities for development. The Committee will approve requests within the staff training budget.
- review extant job descriptions, person specifications, promotion and re-grading, contracts of employment and will recommend any changes to the Full Council for decision.
- deal with any necessary redundancy procedures but will make recommendations to the Full Council for decision.
- have delegated powers to review the Staff Handbook.
- have awareness of sources of expert advice on employment matters and will ensure that the Council uses such sources when there is any doubt about good employment practice. The engagement of employment professionals may be undertaken by the Committee within the scope of the Council's budget allocation in that year for this purpose.

- Members of the Committee may undertake training from time to time to support their role; this will be done in conjunction with the Clerk and with regard to the Council's training budget.
- The Town Clerk will manage all day-to-day staff matters including performance management, appraisals, attendance at work, grievance, short and long-term sickness absence, any return-to-work interviews needed, maternity leave, paternity leave, adoption leave, carer's leave, compassionate leave, flexible leave requirements, one-to-one interviews and induction.
- In respect of the Town Clerk, the Mayor will be responsible for carrying out the above.

Review

The Staffing Committee's terms of reference shall be reviewed annually at the first meeting after the Annual Council meeting.

Reviewed: 12th July 2021
Ratified: 10th August 2021
Next Review: June 2022

Signed:
Chairman
Date: